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**From:** Nagle, Austin (DPH)  
**Sent:** Monday, May 15, 2006 1:12 PM  
**To:** Cheney, Sally (DPH); Caloggero, Dina (DPH); Fontana, John (DPH); Grazioplene, Mariah (DPH); Han, Linda (DPH); Konomi, Raimond (DPH); Nassif, Julianne (DPH); Nawn, Kathleen (DPH); Peppe, Joseph (DPH); Salemi, Charles (DPH); Slotsky, Alex (DPH); Elvin, Paul (DPH); Wang, Xingtai (DPH); Belanger, Peter (DPH); Borne, Alan (DPH); Greer, Garry (DPH); Gauthier, Cheryl (DPH); George, Harvey (DPH); Smole, Sandra (DPH); Izzi, Marcia (DPH); Pribeck, Kristen (DPH); Dooley, Jacqueline (DPH); Kopek, Leo (DPH)  
**Subject:** Travel and Employee Reimbursement Guideline Policy  
**Attachments:** Employee Travel and Reimbursement Guideline Policy.doc; Consultant Travel Req Form.doc; In State Travel Lodging Form TIS.doc; Summary of Travel Rates.xls

FYI. Updated travel info from 250 Washington Street.

Regards,

Austin

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**From:** Hyde, Marla (DPH)  
**Sent:** Monday, May 15, 2006 12:02 PM  
**Subject:** Travel and Employee Reimbursement Guideline Policy

Hi Everyone,

In November, the Purchase of Service Office (POS) assumed responsibility for processing in state overnight travel (TIS) and out of state travel (TAF) requests. With this new responsibility, POS has modified the Travel Authorization Form (TAF) and section of the guideline. Due to these modifications, both Departments have decided to combine their respective Guideline and Coordinator lists into one, so everyone is informed of anything related to Travel and Employee Reimbursement. As a result, some of you are receiving your first email from me. There have been a few changes as well as some new additions to the combined Guideline, such as links to the current Forms that are available on HealthNet. The Travel and Employee Guideline Policy and TIS Form will be available on HealthNet in the near future.

Here a few highlights (can also be found in the **Things To Remember** section of the Guideline):

1. The busy time of year for the Purchase of Service (POS) Department is April through July. Please keep this in mind when submitting TAFs, TISs, and Cover Sheets, as the approval time may be delayed due to the increased volume of contract processing at the Closing/Opening of fiscal years.
2. Once a TAF or TIS is approved, and there is a change in the approved itinerary, (ex. approved to fly, but decide to drive instead), a **letter signed by the Center Bureau Director must** accompany the TAF or TIS with the Employee Reimbursement Voucher. If a Center Bureau Director approval letter is not received, the Expense Voucher will be returned for proper documentation.
3. **If an employee or consultant is to travel out-of-state for the day, on state business, an approved TAF signed** by both the **Traveler and Center Bureau Director must** accompany the Employee Reimbursement Voucher. Ex. Employee or consultant attends a meeting in New Hampshire (NH), a **TAF must be approved** before going to meeting). If a TAF is not received, the Expense Voucher will be returned for proper documentation. (**Note:** Consultants must use the **Consultant Travel Form**, which has been modified to reference In State Overnight Travel).

Some of the Bureaus received the Guideline when Central Office went on site visits in February; that Guideline should be discarded. Attached are the new Guideline, new Consultant Travel Form, TIS Form, and new Summary of Travel Rates to aide you in the entire process.

Please feel free to forward this email to anyone that I might have forgotten.

Thank you for your anticipated cooperation.

Marla S. Hyde, Supervisor of Accounting  
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